United Nations ST/IC/2001/27/Amend.1

Secretariat

25 August 2008

Information circular*

To: Members of the staff

From: The Under-Secretary-General for Management

Subject: **Visa status in the United States of America**

Amendment

In order to implement changes in the procedures to be followed by staff members for submission of work permit requests for holders of derivative G-4 visas which have been recently requested by the United States Mission to the United Nations, effective immediately, paragraph 24 of information circular ST/IC/2001/27 is replaced by the following:

> 24. The necessary information and forms to seek authorization to work may be obtained from the Staff Counsellor's office. Requests for permission to accept employment must be submitted by staff members to the Staff Counsellor's office, which will review them for accuracy and completeness. The Staff Counsellor's office will in turn forward the requests to the United States Immigration and Naturalization Service through the United States Mission. Once an Employment Authorization Document (EAD) is issued, staff members will be notified to retrieve the employment authorization card from the Staff Counsellor's office. Permission is required before employment begins. It may be granted for a maximum period of three years and may be renewed. A new request must be submitted upon each change of employment.

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* The present circular will be in effect until further notice.

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